

BIM/CAD Manager

The position of BIM Manager encompasses a wide array of responsibilities and duties that allow our CAD and BIM project efforts over the life of a project to succeed. We are looking for someone with 10+ years of experience to eventually manage the department.

Requirements:

- A deep knowledge of the inner workings of Revit and AutoCAD
- A working knowledge of Microsoft Word and Excel
- The ability to teach and instruct the above software to our employees
- The ability to communicate well with others in both verbal and written forms
- A basic understanding of the consulting engineering business and project life cycles

Responsibilities:

- Manage internal CAD team's priorities and assign work
- Maintain internal graphic standards and monitor compliance
- Maintain internal project templates and associated families
- Create new Revit families or AutoCAD blocks when needed
- Set up projects in Revit and AutoCAD
- Assist staff with issues that arise with Revit or AutoCAD usage
- Manage project deadlines including issuing updates, stamping drawings, and creating milestone project packages
- Collaborate with other project members, both internal and external, on project needs
- Coordinate internally and externally to ensure our Revit disciplines do not clash with other disciplines via Navisworks or other coordination software
- Work with IT Manager to renew Autodesk software while ensuring best pricing
- Assist CAD team with markups for designers when needed

Please submit your resume via the form on our website at www.applied-e-s.com/careers